

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
NOTICE OF INTENT TO ISSUE
INVITATION TO BID/REQUEST FOR PROPOSAL

Public Act 124 of 1999 requires the Department of Management and Budget (DMB) to maintain an Internet website that contains notices of all invitations to bid (ITB) and requests for proposal (RFP) over \$50,000 issued by *any* state agency. Award of bids must not be made earlier than 14 days after the notice is made available on the website except in very specific documented exceptions. ITB/RFP's issued for DCH by DMB Office of Purchasing (OOP) will be published on the website by the OOP buyer. ITB/RFP's issued by DCH must be submitted on this form and receive a DCH ITB number in order to be placed on the DMB website. This requirement applies to all ITB/RFP's over \$50,000 regardless of funding source or intended bidder pool.

Information Required from Issuing Office for Placement on State Website:

1. Agency / Bureau Name Division of Family Community Health, Bureau of Family, Maternal and Infant Health	
2. Project Title FASD Prevention and Intervention Grants	3. Proposed Project Duration Start: April 1, 2009 End: September 30, 2011
4. Project Description This RFP seeks proposals for services designed to either prevent FASD in at-risk women or to link individuals with FASD to appropriate community services. Priority will be given to agencies that provide services to women who drink at high levels, are alcohol dependent, and/or provide diagnostic & linking services for children in foster care, adoption, or older youth and adults with FASD diagnosis.	
5. Contact Person's Name Debra Kimball	
6. Contact's Telephone Number (include Area Code) 517-335-8379	
7. Contact's Internet E-Mail Address kimballdl@michigan.gov	
8. Date ITB/RFP to be Sent Out for Bid Request DMB post 12/30/08; program posted 12/15/08	
9. ITB/RFP Response Due Date 2/2/2009	
10. Target Vendor Community Local govt; fed. recognized tribes; 501C-3 non-profit	
11. Total Dollar Amount Available for Award \$70,000	12. Estimated Number of Awards Up to 12 awards

INSTRUCTIONS:

- Program staff must complete this form and forward it to the following address at least five (5) work days before the date the ITB/RFP is to be sent out (Item 7):

CONTRACT MANAGEMENT SECTION (CMS)
4TH FLOOR LEWIS CASS BUILDING
LANSING, MI 48913

- CMS staff will assign a sequential ITB/RFP number to the request and forward it to DMB's Office of Purchasing so it can be made available on the state website.
- Program offices should forward a copy of the ITB/RFP with this form if it is complete at the time of the request.
- If the ITB/RFP is still under development, a copy may be forwarded to CMS at the same time it is sent out to vendors for bid.